

**OKLAHOMA STATE BOARD OF LICENSURE FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

220 N.E. 28th Street, Suite 120
Oklahoma City, OK 73105-2802
(405) 521-2874
www.pels.ok.gov

Certificate of Authorization (CA) Application Instructions

PLEASE READ ALL INSTRUCTIONS PRIOR TO FILLING OUT THE APPLICATION

1. REQUIREMENT

- All Firms in the state of Oklahoma are required to obtain a Certificate of Authorization (CA) prior to offering or practicing surveying in the state of Oklahoma.
- A "Firm" is defined as any form of business entity, other than an individual operating as a sole proprietorship under his or her name.

2. Complete the CA application form

- Do **NOT** print Double-Sided
- Handwritten applications will not be accepted without prior approval.
- Each Item # contains specific instructions for the item. Please read all instructions relating to each item prior to filling out the application

3. FEES

- Make payable by check/money order to **OKPELS** at the time of application
- Original CA Application for an Oklahoma Resident Firm - \$200.00
- Out-of-State (Comity) Application - \$200.00
- Reauthorization of an Expired CA - \$200.00

4. Mail the following to the Board Office:

- Completed application form printed single-sided
- Application Fee (made payable to OKPELS)
- Affidavit signed and dated



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Certificate of Authorization (CA) Application – Surveying

Application to Offer and/or Practice Surveying in the State of Oklahoma through a Firm

MUST BE TYPEWRITTEN OR COMPUTER GENERATED – DO NOT PRINT DOUBLE-SIDED

Check here if this is a CA re-authorization application. Original Oklahoma CA Number

1. Legal Name of Firm: (As it appears on Articles of Incorporation or similar legal document)

2. Federal Tax Identification Number: (If applying as a new firm and this number is unknown, please provide a Social Security Number. Once you receive your FEI number, provide it immediately to this office)

3. A. If firm is a Corporation or LLC, list the date and State of the original incorporation. A copy of the current Corporation's or LLC's Certificate of Incorporation must be submitted as part of this application.

- Date of Incorporation: State:
If not currently domesticated as a foreign corporation in Oklahoma, please file an appropriate application with the Business Filing Department of the Oklahoma Secretary of State in order to be approved to do business in Oklahoma at https://www.sos.ok.gov/business/default.aspx or call (405) 522-2520.
If you are a new firm, please provide documentation showing your new firm's legal existence to this office immediately upon obtaining such documentation.

B. If filing as something other than a Corporation or LLC, please provide evidence of your firm's legal existence.

4. This firm operates as a: (check one)

Table with 2 columns: Entity and Positions Qualified to Serve as Managing Agent. Rows include Corporation, Partnership, Limited Partnership, LLC, LLP, PLLC, PLLP, Sole Proprietor, and Other (please specify).

* A licensee who is a full-time employee of a firm and holds a position of recognized authority within the firm, but does not hold one of the above stated titles may request Board approval to be named the Managing Agent by submitting a letter to the Board on firm letterhead signed by a person within the firm holding one of the above stated titles, describing the circumstances surrounding the request and the extent of authority this employee holds regarding surveying decisions.

PLEASE NOTE: Firms offering surveying services shall be required to designate a Managing Agent for each principal and branch office located in Oklahoma which offers or performs surveying services in Oklahoma (Item #8 of this application).

5. List the names, titles and addresses of all officers, principals, shareholders, directors, general partners, owners, and members (for LLC and LLP). Indicate which individuals (if any) are Oklahoma licensed professional land surveyors. (Attach additional 8 ½" x 11" pages if necessary)

Name	Title	Address	OK P.L.S. No. (if applicable)

6. Provide a comprehensive list and description of the specific surveying services and project types to be offered or performed by the firm. (Attach additional 8 ½" x 11" pages if necessary)

7. Is an Oklahoma project currently under contract or anticipated in the next 12 months?

_____ No _____ Yes

IF YES, YOU ARE REQUIRED TO PROVIDE AN EXECUTED COPY OF THE CONTRACT. If a written contract does not exist, provide a description of the project below, any correspondence regarding the project, the status of the project, and the anticipated date of completion of the project. A written explanation as to the circumstances regarding the employment agreement and/or project may be attached as well.

*A firm may **not** offer or perform land surveying services in Oklahoma until such time as it has obtained a Certificate of Authorization. **Failing to disclose this information could lead to formal disciplinary action and/or disapproval of your application.**

(You may attach additional 8 ½" x 11" pages if necessary)

8. Managing Agent:

Refer to Item #4 of this application to review the qualifying positions within the firm to serve as Managing Agent for the firm. The Managing Agent(s)' responsibilities are:

- a. Maintaining the firm's Certificate of Authorization;
- b. Overall administrative supervision of the firm's licensed and subordinate personnel who provide the surveying work in Oklahoma; and
- c. The institution of and adherence to policies of the firm that shall be in accordance with the Rules of Professional Conduct [OAC 245:15-9]

Indicate below the name(s), qualifying position within the firm, Oklahoma P.L.S. license number(s) and signatures of the qualifying P.L.S.(s) who serve as a Managing Agent for the firm. If the Oklahoma P.L.S. license has been applied for but it has not been issued yet, list "Application Pending." (Attach additional 8 1/2" x 11" pages if necessary)

PLEASE NOTE – Other professional land surveyors, along with those listed below may be listed as offering and/or performing surveying work on behalf of the firm as a professional land surveyor on Item #9 without being designated in this section as meeting the above listed criteria for the **Managing Agent, who is responsible for the professional activities for the firm.**

I certify that I have read and shall fulfill the responsibilities listed above for the Managing Agent of the firm for which this application is submitted. I further certify that the information listed below, to which I have personally signed or attached my digital signature, is true and correct.

Further I acknowledge my responsibility to inform the Board, in writing, within thirty (30) days of any change of my employment status within the firm or any other changes or updates to maintain the firm's Certificate of Authorization:

Printed or Typed Name: _____

Oklahoma P.L.S. Number: _____ Qualifying Position _____

Signature: _____ Date of Signature _____

Printed or Typed Name: _____

Oklahoma P.L.S. Number: _____ Qualifying Position _____

Signature: _____ Date of Signature _____

Printed or Typed Name: _____

Oklahoma P.L.S. Number: _____ Qualifying Position _____

Signature: _____ Date of Signature _____

Printed or Typed Name: _____

Oklahoma P.L.S. Number: _____ Qualifying Position _____

Signature: _____ Date of Signature _____

Printed or Typed Name: _____

Oklahoma P.L.S. Number: _____ Qualifying Position _____

Signature: _____ Date of Signature _____

9. Instructions:

- A. Below are the requirements an Oklahoma licensed P.L.S. must fulfill to perform surveying work and be in direct control and personal supervision (responsible charge) of their surveying work on behalf of a firm:
- The licensee supervises the preparation of the plans, specifications, drawings, reports, or other documents and has input into their preparation prior to their completion and reviews the final plans, specifications, drawings, reports, or other documents prior to signing and sealing the work; and
 - The licensee has the authority to, and does, make any necessary and appropriate changes to the final plans, specifications, drawings, reports, or other documents prior to signing and sealing the work; and
 - The intent of the definition of direct control and personal supervision **may not** be met if the provisions of the definition are met using remote electronic or communication means.
- B. The intent of the law **shall not** be met if an unlicensed person independently performs surveying work, to then be reviewed, signed and sealed by a professional land surveyor. An unlicensed person may only perform surveying work if the professional land surveyor is personally directing the unlicensed person and the work is performed concurrent with the supervision.
- C. **An Oklahoma licensed P.L.S. shall be physically located at each office listed.** All Oklahoma licensed P.L.S.'s must be listed on the CA application for the firm and indicate from which office their surveying services are being offered and/or performed.
- D. A Consultant **may not** be listed as being in responsible charge of work for a firm on the CA application. If a Consultant is hired to do work on behalf of the firm, the Consultant **may not** review, sign and seal the work of non-Oklahoma P.L.S. licensees or unlicensed individuals within the firm. (See Item B above). If a Consultant performs surveying work for a firm, the work shall contain the seal and signature of the Consultant along with their contact information and, if applicable, the contact information for the firm which the Consultant is employed.
- E. If the Oklahoma P.L.S. license has been applied for, but it has not been issued, list "Application Pending."
- F. **Principal Office** – The main location listed on the Certificate of Authorization. This office may or may not offer or perform surveying services. If the firm does not offer surveying services within Oklahoma from the principal office, there is no need to provide the name of a licensed professional.
- G. **Branch Office** – A separate office from the principal office from which surveying services may be offered and/or performed. ONLY branch offices from which surveying services will be offered or performed in the State of Oklahoma must be listed on the Certificate of Authorization. ***At least one Oklahoma licensed P.L.S. must be listed as being associated with each branch office listed.***
- H. **Field Office** – Does not need to be listed on the Certificate of Authorization if it is a separate office from the principal office. A field office **shall not**:
- Advertise the location (i.e. permanent signage, print or other media)
 - Have a phone number listed to the public
 - Be listed on stationery or the website

Principal Office (See Instruction #9 F.)

Address		
City	State	ZIP Code
Telephone Number	Email	Fax Number

Branch Office 1 (See Instruction #9 G.)

Address		
City	State	ZIP Code
Telephone Number	Email	Fax Number

Branch Office 2 (See Instruction #9 G.)

Address		
City	State	ZIP Code
Telephone Number	Email	Fax Number

Branch Office 3 (See Instruction #9 G.)

Address		
City	State	ZIP Code
Telephone Number	Email	Fax Number

Branch Office 4 (See Instruction #9 G.)

Address		
City	State	ZIP Code
Telephone Number	Email	Fax Number

PROFESSIONAL LAND SURVEYOR'S OFFICE

List each Oklahoma licensed P.L.S. that will be offering and/or performing surveying services in Oklahoma. Indicate "P" for Principal Office and B # for each Branch office. Put "App Pending" for those that have submitted applications to the Board.

Name	Oklahoma P.L.S. Number	Office		Name	Oklahoma P.L.S. Number	Office
i.e. Joseph Doe	1234	P		i.e. James Doe	2345	B 2

(You may copy this form and attach additional 8 1/2 " x 11" pages if necessary.)

10. Has any jurisdiction's licensing board taken formal or informal disciplinary action against this firm?

_____ No _____ Yes *If yes, provide a copy of the action taken and a written explanation.*

11. Has this firm surrendered or allowed a professional or occupational license to lapse in any jurisdiction due to pending or threatened disciplinary action?

_____ No _____ Yes *If yes, provide a written explanation.*

12. Has this firm been found by a court to have violated the professional licensure laws or the professional occupational laws of any jurisdiction?

_____ No _____ Yes *If yes, provide a copy of the action taken and a written explanation.*

13. Has your firm been notified it is currently under investigation by any professional or licensing authority?

_____ No _____ Yes *If yes, please provide a written explanation.*

14. CERTIFICATE AND AFFIDAVIT

In support of this application for a Certificate of Authorization, the undersigned certifies as follows:

- All surveyors performing professional services in Oklahoma are duly licensed or working under the direct control and personal supervision of a duly licensed Oklahoma Professional Land Surveyor.
- Said firm is being operated in compliance with the laws of the State of Oklahoma and the regulations of the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors.
- All offices in Oklahoma and all offices in which services are being offered and/or performed in Oklahoma are listed and have a professional land surveyor physically located with each office.
- ***The Board shall be notified within 30 days of any change in personnel status or other updates contained in this Certificate of Authorization.***

The undersigned, a Managing Agent or other legally qualified representative of the aforementioned firm, hereby certifies that all statements made in said application are true and accurate. I declare under penalty of perjury under the laws of Oklahoma that the statements and representations contained in this application are true in substance and effect and are made in good faith.

Signature

Name and Title (typed)

Date and Place of Execution

E-mail Address

Telephone

APPLICATION CHECKLIST

_____ All sections of application completed and printed single-sided (**DO NOT PRINT DOUBLE-SIDED**)

_____ Application fee included (Made payable to OKPELS - see fee amounts on the Instructions page)

_____ Application (Affidavit) signed and dated

Mailing address of the Board

Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors
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